

City of Santa Barbara

PROJECT PLAN REQUIREMENTS

This is a detailed list of project plan requirements for the Planning Division. **Some items may not apply to your particular project**. For instance, projects receiving Conceptual Review only at a design review board may provide significantly less information, while other projects may require more information. Contact Planning counter staff or your designated case planner to determine whether or not an item is required.

Note: The minimum acceptable sheet size for plans is 18" x 24" and the maximum size is 36" x 42". Plans must be complete, accurate and DRAWN TO SCALE. Plans must also be legible and able to be scanned for archival purposes.

I.	PR	OJE	CT DATA – GENERAL (see samples at the end of this document)
		1.	Project Address(es)
		2.	County Assessor's Parcel Number(s) (APNs)
		3.	Land Use Zone District(s)
		4.	General Plan Land Use Designation(s)
		5.	Property Owner(s) – Name, Address, Phone Number
		6	Architect/Designer – Name, Address, Phone Number
		7.	Sheet Index (for plan sets with more than five sheets)
		8.	List of applicable Building Codes for the project (e.g., California Building Code, CA Energy regulations, Ordinance #5440)
		9.	Existing and Proposed Lot Size (Net and Gross Area)
		10.	Average Slope of Property for every lot (per SBMC §28.15.080)
		11.	Grading (in cubic yards, includes recompaction)
			a. Cut and/or fill <u>under</u> the main building footprint
			b. Cut and/or fill outside the main building footprint
			c. Include the amounts of import/export/offsite/onsite
		12.	Construction Type and Occupancy Group
		13.	High Fire (YES/NO)
		14.	Flood Plain (YES/NO)
		15.	Scope of Work – Project description shall include all work proposed as part of the project. Include the existing and proposed use(s) of all buildings or structures and whether the work is to abate violations from outstanding enforcement cases and/or a Zoning Information Report (reference the appropriate ENF and/or ZIR case number).
II.	PR	OJE	CT DATA – Specific (if applicable)
		1.	For Enforcement Cases ONLY, reproduce the Building and Safety "Notice of Violation" on the plans.
		2.	For Single Family Residences over 4,000 square feet ONLY (prior to Project Design Approval), show how the project meets the standards for a Three-Star rating of the Santa Barbara Built Green Program. Reproduce the checklist on the plans and register the project on the SBCA website at http://www.builtgreensb.org/home.html

	Ш	3.	professional, a wet signature and wet stamp are required.
		4.	For Projects with Planning Commission or Staff Hearing Officer approval ONLY, reproduce a legible copy of the signed Final Resolution at the front of the plan set.
		5.	For Projects with Conditions of Approval ONLY, reproduce all board or commission conditions of approval, environmental conditions, or mitigation measures on the plans (e.g., tree protection measures, archeological monitoring requirements, historic structures report conditions)
III.	PR	OJE	CT DATA – FLOOR AREA AND USES (Provide both NET and GROSS floor area. "NET
	floor (SBN	· area	" is the area in square feet of all floors confined within the exterior walls of a building 8.04.315). "GROSS floor area" is the area of a structure measured from the outside line of
		1.	Existing floor area and uses
		2.	New or Proposed floor area and uses
		3.	Floor area to be <u>Converted</u> (e.g., garage to living space)
		4.	Floor area and uses to be <u>Demolished</u>
		5.	Floor area (and uses, if applicable) to be Remodeled
		6.	Total detached "accessory" buildings (e.g., tool shed, workshop)
		7.	Garages and carports
		8.	Basements/cellars
		9.	Patios/decks (covered and uncovered)
		10.	New or <u>Demolished</u> non-residential floor area and hotel rooms subject to SBMC §28.87.300 (Development Plan Approval Floor Area (DPFA))
		11.	Floor area of each FLOOR separately (e.g., 1st floor, 2nd floor)
		12.	Floor area of all BUILDINGS on site separately (e.g., Unit A, Unit B)
		13.	If multiple residential units, include TOTAL floor area of each unit
		14.	If mixed-use, total all residential and non-residential floor area separately
		15.	"GRAND TOTAL" floor area of all buildings/structures on site
IV.	PR	OJE	CT DATA – RESIDENTIAL PROJECTS ONLY
		1.	Number of Residential Dwelling Units (existing, proposed, and demolished)
		2.	Residential Density, if applicable
			a. Number of bedrooms in each unit if using variable density
			b. Minimum lot area requirements for each unit
			c. Slope density, if applicable
		3.	For Single Family Residences ONLY , determine the Maximum Net Floor Area and Floor to Lot Area Ratio (FAR), if <u>required</u> , per SBMC §28.15.083. Complete and reproduce the City's <u>FAR Calculator</u> on the plans. Identify the Existing FAR, Proposed FAR and
		4.	Basement Credit, and Secondary Dwelling Unit Credit (if applicable). For Single Family Residences ONLY, provide the amount of basement/cellar FAR
	Ш	→.	discount, if applicable per SBMC §28.15.083

V.	PK	OJE	CT DATA – PARKING					
		1.	Existing number of parking spaces	(covered and unc	overed and uncovered)			
		2.	2. <u>Required</u> number of parking spaces per the Zoning Ordinance (covered and uncovered)					
		3.	Proposed number of parking space	s (covered and un	covered)			
		4.	Any Special Parking Circumstan	ces (e.g., Zone	of Benefit, (Central Business District,		
			mixed use, building greater than	10,000 s.f., nor	nconforming	parking, off-site parking		
		_	agreement)		** 15			
		5.	Number of Restaurant Seats (interi					
	Ш	6.	Existing, Required and Proposed N	•	e Parking Spa	ces		
VI.	PR	OJE	CT DATA – LOT COVERAGE DAT	A				
	Prov	ide as	s shown:					
		LOT (COVERAGE	EXISTING		PROPOSED		
		Βι	ailding Footprint(s)	s.f.	%	s.f%		
		Im	npermeable Surfaces	s.f.	%	s.f%		
		Pe	ermeable Surfaces					
		-	Landscaping	s.f.	%	s.f%		
		-	Other (gravel/DG, turf-block,					
	_		permeable concrete)	s.f.	%	s.f%		
		TC	OTAL LOT AREA	s.f.	100%	s.f. 100%		
		2.3.	North Arrow – Show both Referen Project Site identified	ce North and True	e North			
VIII.	SIT	TE PI	LAN – Zoning Requirements					
		1.	Required Setbacks					
			a. Front					
			b. Interior					
			c. Rear					
		2.	Location and Height of all Fences,	Hedges, Walls or	Screens (Ex	isting and Proposed)		
		3.	Required Open Yard Area – Show			on		
			a. Single Family Residence					
			<u> </u>	s.f. open yard; ar		200/		
				-	•	>20% average slope		
			and "Secondary	" front yards	-	nt Yards, show "Primary"		
			iv. If using Excep applicable oper		6,000 sq. ft.	and Slope < 20%, show		
			☐ b. Two-Family Residence 2	Zones (SBMC §28	3.18.060.C)			
			i. Required 1,250	s.f. open yard				
			ii. Private outdoor	living space (4+	units only)			

Project Plan Requirements

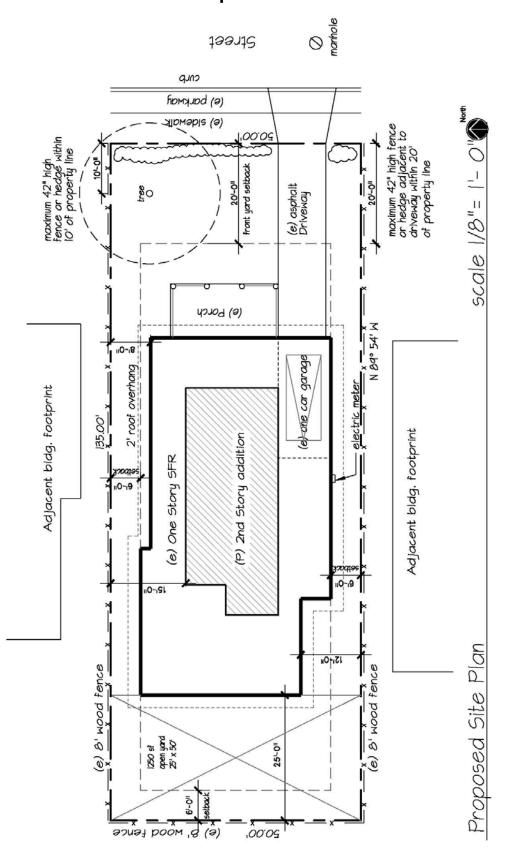
			Dwelling Units
			iv. If using Exception for Lots with Multiple Front Yards, show "Primary"
			and "Secondary" front yards
			c. Multi-Family Residence Zones (SBMC §28.21.081)
			i. Method A: private outdoor living space – labeled for each unit; and
			ii. Method A: 10% open space area – not including setbacks; and
			iii. Method A: 225 s.f. (15'x15') common open yard area; or
			iv. Method B: 15% common outdoor living space (including one area minimum dimension 20'x20')
IX.	SIT	E PI	LAN – Building And Structure Locations
		1.	True North Arrow
		2.	Scale – 1/8" Scale is Preferred for Site Plans
		3.	Show all existing and proposed Public and Private Streets, Alleys, Driveways, Paseos, and Turnarounds that abut the Property.
		4.	Paved Areas – Identify Materials (permeable or non-permeable)
		5.	Location of All Existing, Proposed, and Demolished Vehicle and Bicycle Parking
			a. Show dimensions, transition areas, and all maneuvering areas
			b. Show entrance and exit points
			c. Indicate slope of driveway and length of driveway throat
			d. Note location and dimensions of pedestrian walkways to building entrances
			e. Dimension the parking stalls, drive aisles and bay widths, and number the spaces
			f. Show angle of parking spaces
			g. Show the pedestrian site triangle, if required per SBMC §28.90.001.11
			h. Show any loading areas/spaces (see SBMC §28.90.001)
		6.	Improvements in the City Right-of-Way
			a. Existing and proposed improvements/repairs to curb, gutter, sidewalks, bike lanes, utilities, water and gas meters, and driveway entrance(s)
			b. Indicate width of the sidewalks, City right-of-way and edge of street pavement
			c. Existing and proposed curb cuts within 50 feet of the property frontage
		7.	Property Lines – Dimensions and Bearings
		8.	Easements – Location and Dimensions of Existing and Proposed (e.g., sewer, water, drainage, utilities, view, access)
		9.	Utility Connections – Existing and Proposed
		10.	Sprinkler Backflow Device and Screening, if applicable
		11.	Location of any Wells, Power Poles, Street Lights, Fire Hydrants, and nearest Transit Stops
		12.	Topography – Grade Levels on Site and within 5' of the Property Lines
			a. Use 5-foot contour intervals; for driveways use 1-foot contour intervals. Extend contours 100 feet on all sides beyond the proposed project site.
			b. Natural drainage patterns, culverts, drainpipes, existing and proposed drainage
			c. Adjacent creeks or watercourses; flood plain or flood way
			d. Top of creek bank calculation per SBMC §28.87.250.3

			e. Earthquake faults
		13.	Outline of all Existing, Proposed, and Demolished Buildings and Structures on Site
			a. Show footprints of buildings and structures on adjacent parcels
			b. Indicate the distance between buildings
			c. Indicate distances from all structures to property lines
			d. Identify area of work (use clouding or shading, etc)
			e. Identify trash enclosure/trash can storage area (See the <u>Space Allocation Guide for Trash and Recycling</u> for information on adequate access and drainage.)
		14.	Highlight or somehow delineate the locations of any requested Modifications.
		15.	Show compliance with the City's <u>Storm Water Management Plan (SWMP)</u> on all applicable projects. Indicate the required level (Tier 1, Tier 2, and Tier 3) and show the appropriate Best Management Practices (BMPs) on the site plan or on a separate drainage plan. For Tier 3 projects, drainage calculations must be provided (see BMP Sizing Worksheets in <u>Appendix D</u> of the SWMP).
Χ.	EL	EVA	TIONS
		1.	Label each elevation (i.e., North, South, East, West)
		2.	Scale – 1/4" scale is preferred for elevations
		3.	Views of all sides of the building(s) involved in the project – clearly indicate all existing, to be demolished, and proposed new work
		4.	Grade – Existing (natural) and proposed (finished) grades
		5.	For Projects which include grading ONLY, show Cross-Sections for areas being cut or filled
		6.	Building Height – Per SBMC §28.04.120, measure from existing or finished grade (whichever is lower) to top of ridge, of all proposed buildings and structures involved in the project, on all elevations
		7.	For Residential Zones ONLY , show compliance with Solar Access Ordinance (SBMC §28.11). Please refer to the <u>Solar Access Packet</u> .
		8.	Relative property elevations, finish floor elevations, nearest upstream manhole elevation
		9.	Outline of buildings and structures on adjacent parcels
		10.	Identify Design Review (ABR, HLC, or SFDB) approved exterior colors and materials, if applicable
XI.	FLO	OOR	R PLANS
		1.	Scale – 1/4" scale is preferred for floor plans
		2.	Label each Floor Plan (e.g., 1 st Floor, 2 nd Floor)
		3.	Existing and Proposed Floor Plans
			a. Complete (not partial) floor plans of all floors of all buildings
			b. Show access, all window(s), door(s); label existing and proposed
			c. Clearly indicate what is being removed, replaced and/or altered
			d. Show property lines/setbacks on floor plans
		4.	Demolition Plan – Show all areas to be removed if demolition is proposed
		5.	Label all Rooms (e.g., Bedroom #1, Bedroom #2, kitchen, bathroom)
		6.	Interior Dimensions of Garage/Carports

XII. LANDSCAPE PLAN

1.	Show all existing and proposed plant material and indicate species and size
2.	Indicate total proposed water-wise and non-water-wise planting areas in square feet and as a percentage of total area landscaped with plants. (See the <u>"Landscape Design Standards for Water Conservation"</u> handout for more details.)
3.	Indicate type and size of existing trees (diameter measured at 4 feet above grade), and outline of canopy
4.	Indicate extent of root zones for trees adjacent to proposed ground disturbance
5.	Indicate with an X through trees proposed to be removed
6.	Show required parking lot landscaping
7.	Show existing and proposed landscaping for street parkway strips front the subject property
8.	Indicate status of Parks and Recreation approval for any new or removed trees in the front setback or public right-of-way
9.	Indicate the location and type of all paved surfaces
10.	Indicate irrigation system and irrigation meter
11.	For High Fire Hazard Area ONLY: Show compliance with additional submittal requirements. (See the City of Santa Barbara Fire Prevention Bureau " <u>High Fire Hazard Area Landscape Guidelines</u> ".)
12.	For High Fire Hazard Area ONLY: Indicate status of Fire Department approval of new landscaping in High Fire Hazard Area
13.	A " <u>Compliance Statement for Low-Water Using Landscape Design</u> " must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check

"Sample" Site Plan



"Sample" Project Data – RESIDENTIAL

OWNER: John and Jane Smith Santa Barbara's Finest Architect **ARCHITECT:**

> 12345 Santa Barbara St. 56789 Garden St. Santa Barbara, CA 93111 Santa Barbara, CA 93101

(805) 555-1235 (805) 555-1234

PROJECT ADDRESS: 12345 Santa Ynez St. **OCCUPANCY GROUP:** R-3 (Single Family Residential)

U (Garage/Workshop)

APN: 053-123-123 V-N **CONSTRUCTION TYPE:** ZONE: E-3 FLOOD PLAIN: No GENERAL PLAN: Residential **HIGH FIRE:** Yes 10% (per City Records) **AVERAGE SLOPE: HILLSIDE DESIGN DISTRICT:** Yes 7,500 sq.ft. (Net) **SWMP:** Tier 3 LOT AREA:

SCOPE OF WORK: Proposal to construct a second-story addition to an existing two-story single family residence. Convert

an existing attached one-car garage to a new bedroom and construct a new detached two-car garage

with a second-story workshop above.

GRADING:	<u>Cut</u>	<u>FILL</u>
Outside Main Bldg Footprint	20 cu.yd.	20 cu.yd.
Under Main Bldg Footprint	10 cu.yd.	10 cu.yd.
TOTAL	30 cu.yd.	30 cu.yd.

SQUARE FOOTAGE:	<u>Net</u>	GROSS
(E) Residence		
(E) 1st Floor	800 sq.ft.	900 sq.ft.
(E) 2nd Floor	400 sq.ft.	408 sq.ft.
(E) Residence Total	1,200 sq.ft.	1,308 sq.ft.
(E) One-Car Garage	250 sq.ft.	275 sq.ft.
(E) TOTAL	1,450 sq.ft.	1,583 sq.ft.
(P) Convert (E) Garage to Bedroom	250 sq.ft.	275 sq.ft.
(P) Basement Addition	500 sq.ft	550 sq.ft.
(P) 2nd Floor Addition	200 sq.ft.	212 sq.ft.
(P) RESIDENCE TOTAL	2,150 sq.ft.	2,345 sq.ft.
(P) Two-Car Garage	500 sq.ft.	520 sq.ft.
(P) Detached Workshop	500 sq.ft.	520 sq.ft.
(P) TOTAL ADDITIONS	1,700 sq.ft.	1,802 sq.ft.
(P) TOTAL FLOOR AREA (Existing – Demo + Addition = TOTAL)	3,150 sq.ft.	3,385 sq.ft.
(P) Basement Credit per SBMC§28.15.083.B.1.6 (50% of	-250 sq.ft.	

basement < 4' above grade)

(P) TOTAL NET FAR FLOOR AREA 2,900 sq.ft. (Use this amount in the FAR Calculator)

LOT COVERAGE	EXISTING	PROPOSED
Building Footprint(s)	$1,17\overline{5} \text{ sq.ft.} 16\%$	2,21 5 sq.ft. 30%
Impermeable Surfaces	1,825 sq.ft. 24%	2,150 sq.ft. 29%
Permeable Surfaces	_	_
- Landscaping	4,000 sq.ft. 53%	2,725 sq.ft. 36%
- Other (gravel/DG, turf-block,		
permeable concrete)	500 sq.ft. 7%	410 sq. ft. 5%
TOTAL	7,500 sq.ft. 100%	7,500 sq.ft. 100%

MAXIMUM NET FLOOR AREA (FLOOR TO LOT AREA RATIO (FAR) PER SBMC §28.15.083)

Reproduce the completed "FAR Calculator" on the plans.

"Sample" Project Data - COMMERCIAL

OWNER: John Doe ARCHITECT: Jane Doe 123 Main St. 5678 Main St.

Santa Barbara, CA 93101 Santa Barbara, CA 93101

(805) 555-1234 (805) 555-9999

PROJECT ADDRESS: 12345 State St. Construction Type: V-N

APN: 031-363-001 OCCUPANCY GROUP: S-3 Limited-Use Repair Garage

& B – Office

ZONE: M-1 FLOOD PLAIN: No GENERAL PLAN: Residential HIGH FIRE: Yes LOT AREA: 5,040 sq.ft. (Net) SWMP: Tier 3

AVERAGE SLOPE: 3% (per City Records)

SCOPE OF WORK: Demolish an existing one-story industrial building. Construct a new two-story commercial

(office) and industrial (auto repair) building, including minor grading, site work, utilities, and

drainage improvements.

SQUARE FOOTAGE:	$\underline{\mathbf{Net}}$	GROSS
(P) Industrial Use Area	877 sq.ft.	1,042 sq.ft.
(P) Industrial Office Area	333 sq.ft.	391 sq.ft.
(P) Covered Parking	442 sq.ft.	506 sq.ft.
(P) Office # 1	460 sq.ft.	696 sq.ft.
(P) Office # 2	519 sq.ft.	651 sq.ft.
TOTAL (P) Structure	2,631 sq.ft.	3,286 sq.ft.

DEVELOPMENT PLAN FLOOR AREA (DPFA) PER SBMC§28.87.300	<u>Net</u>
Demolish (E) Non-Residential Structure	-1,150 sq.ft.
(P) Non-Residential Structure	2,189 sq.ft.
Net DPFA (Minor and Small Addition Categories)	1,039 sq.ft.

GRADING:	<u>Cut</u>	FILL
Outside Main Bldg Footprint	$2\overline{0}$ c.y.	$2\overline{0}$ c.y.
Under Main Bldg Footprint	30 c.y.	30 c.y.
TOTAL:	50 c.v.	50 c.v.

PARKING:	EXISTING	REQUIRED	PROPOSED	
Uncovered Vehicle	5	7	5	
Covered Vehicle	2	0	2	(1 standard and 1 ADA)
Bicycle	1	1	1	

CALCULATIONS:

VEHICLE		BICYCLE
Industrial Area: 877 sq.ft. x 1 space/50	0 sq.ft. = 1.75 spaces	7 vehicle spaces/ $7 = 1$ bicycle space
Office Area: 1,312 sq.ft. x 1 space/25	0 sq.ft. = 5.25 spaces	
TOTAL Required Parking	= 7.00 spaces	

LOT COVERAGE:	EXISTIN	\mathbf{G}	PROPOSE	<u>D</u>
Building Footprint(s)	1,200 sq.ft.	24%	1,845 sq.ft.	37%
Impermeable Surfaces	2,118 sq.ft.	42%	1,082 sq.ft.	21%
Permeable Surfaces				
- Landscaping	840 sq.ft.	16%	1,013 sq.ft.	20%
- Other (gravel/DG, turf-				
block, permeable concrete)	882 sq.ft.	18%	1,100 sq.ft.	22%
TOTAL:	5.040 sq.ft.	100%	5.040 sq.ft.	100%

		"	Sample'	" Proj	ect Dat	a –N	IIXED	USE	
OWNER:				TENANT: Jane Doe 5678 Main St. Santa Barbara, CA 93101 (805) 555-9999					
PROJECT AD APN:	` ′	5647 State 012-123-12			OCCUPA Resid		ROUP:	MIXED; R-3 – Two ommercial Offices, Reta	
ZONE: LOT AREA: AVERAGE SI	LOPE:	C-P/R-2/SI 17,471 sq.1 6% (Per Ci			CONSTRUCTION TYPE: FLOOD PLAIN: HIGH FIRE: SWMP:		V-1 Hr. No Yes Tier 3		
SCOPE OF W	ORK:	and 2 new c	Demolish existing commercial building and canopy and propose 4 new residential units (2 duplexes), and 2 new commercial buildings for restaurant, retail, and offices. A new parking lot, enhanced flatwork, and related site work for grading, drainage, and utilities improvements are also proposed.						
	cial:	ommercial Are anopy:	ea:		NI -1,232 N/	sq.ft.		GROSS -1,300 sq.ft. -1,220 sq.ft.	
(P) Re (P) Of	fices:	fices: Pizza Parlor: nercial Area:			1,922 724	sq.ft. sq.ft. sq.ft. sq.ft.		2,042 sq.ft.	
(for De	ev. Plan F \$28.87.3					sq.ft.		N/A	
(P) Tw	o New (2	2-Bedroom) Ur -Bedroom) Ur			1,674	sq.ft. sq.ft. sq.ft.	(Bldg 1) (Bldg 2)		(Bldg 1) (Bldg 2)
(P) TC	OTAL Bui OTAL Bui OTAL Bui	lding 2:			4,320	sq.ft. sq.ft. sq.ft.		2,441 sq.ft. 4,679 sq.ft. 7,120 sq.ft.	
	Main Bld	dg Footprint g Footprint	40	CUT 00 c.y. 80 c.y. 80 c.y.		50 c 45 c	c.y.		
PARKING: Uncover Bicycle	ed Vehic		EXISTING 5 0	RE	OUIRED 27 4	<u>Pr</u>	25 4	(with Mod 23 standard	d and 2 ADA)
<u>VEHICL</u>	E CALCU	LATION:						BICYCLE CALCULATIO	N:

VEHICLE	CALCULATION:
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Retail & Office: 2,333 sq.ft. x 1 space/200 sq.ft. (C-P Zone) = 11.67 spaces Fast Food: $1{,}100 \text{ sq.ft.} \times 1 \text{ space}/100 \text{ sq.ft.} = 11.00 \text{ spaces}$

Residential: 4 units x 1 space/unit (Res. <50% total sq.ftge.) = 4.00 spaces

TOTAL Required Parking = 26.67 spaces

OT COVERAGE:	EXISTIN	PROPOSEI	PROPOSED		
Building Footprint(s)	1,200 sq.ft.	7%	4,255 sq.ft.	24%	
Impermeable Surfaces	7,412 sq.ft.	42%	5,904 sq.ft.	34%	
Permeable Surfaces					
- Landscaping	6,841 sq.ft.	39%	3,312 sq.ft.	19%	
 Other (gravel/DG, turf-block, 					
permeable concrete)	2,018 sq.ft.	12%	4,000 sq.ft.	23%	
TOTAL:	17,471 sq.ft.	100%	17,471 sq.ft.	100%	

Original: 8/8/2011 3:51:00 PM Revised 9/13/2011 8:21:00 AM

27 vehicle space/7 space = 3.86 spaces

TOTAL Required = 3.86 spaces